



## **TOWN OF TEWKSBURY COMMUNITY PRESERVATION COMMITTEE**

### **Meeting Minutes February 12, 2014**

The meeting was called to order at 7:41 p.m. by Nancy Reed, Chair. Present were Thomas Churchill, Donna Pelczar, Steve Deackoff, and Richard Montuori. Also in attendance was Steve Sadwick, Director of Community Development, and Melissa Johnson, Recording Secretary.

Doug Sears and Linda Brabant were not in attendance.

Also present were residents Marc Ginsburg and Karen Sliva.

#### **1) Approval of Meeting Minutes – January 8, 2014**

Mrs. Reed noted that there are no minutes for approval.

#### **2) New Proposals/Articles:**

Mrs. Reed requested to take the agenda out of order to address item b first as Mr. Ginsburg is present to discuss that matter. There were no objections to this.

##### **a. 379 Pleasant Street Marshall House Preservation Restriction**

Mrs. Reed noted that she spoke with Mr. Ginsburg today to inform him of the CPC's previous discussions on this matter and she has provided him with some information on what a historical preservation restriction is. Mr. Ginsburg noted that he would prefer to see restrictions placed on the property to ensure that it is maintained in the future. Mrs. Reed explained that some legal work may be needed to put the restrictions in place and administrative funds can be used for this purpose.

Ms. Pelczar asked what the \$100,000 will be used for. Mrs. Reed explained that this is similar to affordable housing where it is bought down; the property is considered devalued because of the restrictions. Mr. Montuori explained that the \$100,000 will put a restriction on the deed that the historical character must be maintained. Discussion took place on who will monitor this in the future. Mr. Ginsburg explained that the Building Department and Historical Commission would monitor the home to ensure the restrictions are followed.

Mr. Ginsburg explained that there is a young couple who is interested in purchasing the property. The gentleman is a carpenter and would be doing most of the work himself. Mr. Ginsburg would relay all information from the town to the homeowners.

Discussion took place on whether the Historical Commission's approval is required. It was the consensus that it would be beneficial as they would be monitoring the property in the future.

Discussion took place on who would determine what the restrictions should be and it was the consensus that the CPC and Historical Commission should work together on this. Mrs. Reed suggested holding a joint meeting with the Historical Commission and CPC. Mr. Churchill will discuss this with the Commission and report back to the CPC.

Discussion took place on financing. Mr. Sadwick suggested contacting some banks to determine how they handle these types of matters. Mr. Sadwick and Mr. Ginsburg will work on this. Mr. Montuori will speak with town counsel on this.

Mr. Deackoff asked what happens if the home was to burn down. Mr. Ginsburg noted that he is unsure of the exact language, but the home would be insured and the town would get the money back through the insurance.

Mr. Deackoff noted that there is a home on North Street (Battles House) that has historical restrictions and asked if they have ever come before the Historical Commission for anything and Mr. Churchill stated not to his knowledge. Mrs. Reed noted that the Battles House is on the National Registry and is very restrictive.

Mr. Montuori suggesting reserving a space in the warrant for the article and continue to work on the matter.

**MOTION: Mr. Montuori made the motion to approve a draft warrant article for 379 Pleasant Street - Marshall House Preservation Restriction in the amount of \$100,000, to be expended from the undesignated fund balance; seconded by Ms. Pelczar and the motion carried 5-0.**

**b. Wamesit Indian Park and Muster Park Rehabs.**

Mrs. Reed suggested putting the two parks under the same article as they are similar projects. Mr. Sadwick noted that there are no new figures; \$75,000 has been estimated for the Wamesit Indian Park and \$50,000 for Muster Park. Mr. Sadwick noted that local developers have also expressed interest in making contributions towards the projects and discussed possibly tying the Wamesit Indian project with the State project on Route 38.

**MOTION: Mr. Churchill made the motion to approve the warrant article for the Wamesit Indian Park Rehabilitation project in the amount of \$75,000.00 and Muster Park Rehabilitation project in the amount of \$50,000; seconded by Mr. Montuori and the motion carried 5-0.**

**c. FY2015 CPA Budget Article**

Mrs. Reed noted that she worked with the Finance Director and the estimated balance is \$806,000; which is 10% less than the actual estimate so not to overestimate.

Ms. Pelczar asked how the funds will be disbursed once the town hall project begins. Mrs. Reed explained that the funds come out of the reserve balance and no vote is required.

**MOTION:** Ms. Pelczar made the motion to approve the warrant article for the FY2015 CPA Budget Article in the amount of \$806,000; seconded by Mr. Churchill and the motion carried 5-0.

**d. FY2014 November 2013 Excess State Match 10% set asides**

Ms. Reed explained that extra funds were received as the result of the 10% increase in the State match; approximately \$204,000. Mrs. Reed spoke with Stuart Saginor of the CPC Coalition who informed her that the Department of Revenue is recommending that municipalities handle the extra funds in this manner. The total match amount received was \$359,000 and \$155,000 has been accounted for.

**MOTION:** Ms. Pelczar made the motion to approve the warrant article to set aside the 10% extra State match funds in the amount of approximately \$204,000; seconded by Mr. Churchill and the motion carried 5-0.

**3) Discussion of draft CPC Annual FY2013 Report - update**

Mr. Sadwick noted that he is still working on the spreadsheets.

**4) Master Plan Update CPC Administrative Fund contribution discussion**

Mrs. Reed noted that the Planning Board recently voted to stop work with NMCOG on the Master Plan and to find a new vendor and suggested looking into setting aside funds to complete the Master Plan outside of the regional planning office. Discussion took place on the delays with NMCOG and their staffing issues. Mrs. Reed asked if CPC administrative funds can be set aside without a known vendor. It was Mr. Sadwick's understanding that the funds can be set aside, however, the vendor must be known when the purchase order is placed. Mr. Montuori will discuss this with the Finance Director. Ms. Pelczar asked if any of the \$20,000 contributed by the CPC was spent on NMCOG and Mr. Sadwick confirmed this and explained that NMCOG did provide some data.

**MOTION:** Mr. Montuori made the motion to set aside \$30,000 from the administrative fund for the purpose of the Master Plan; seconded by Mr. Deackoff and the motion carried 5-0.

**5) Brief Update on CPA Projects, as needed:**

**a. Long Pond Outreach/Section 319 Nonpoint Source Pollution Grant**

Mrs. Reed noted that she received an update from the Conservation Agent today. Mr. Coughlin is updating the plans and additional test pits are being done. Once that has been completed, they will re file with DEP for approval. The hope is to begin the project in March.

**b. Senior Housing, Livingston Street, HUD 202**

Mrs. Reed noted that the project continues to move along and is hoped to be completed in June.

**6) Town Hall Discussion, Status, and Next Steps**

Mr. Montuori explained that the final design is almost complete; the delay was due to the change in design. Changes include: eliminating the addition for the vault on the side of the building; the only addition will be for the elevator and entrance, and the DPW administrative offices have decided to stay at the DPW which freed up space in the basement and allowed for additional storage space and a small meeting room. The project is expected to take one year. Mr. Montuori explained that additional funds may be needed. Mr. Montuori will report back to the CPC once the figures have been firmed. The anticipated increase is approximately \$500,000. It was the consensus to set aside \$500,000 and review the matter once the figures have been finalized.

**MOTION: Mr. Churchill made the motion to approve the expenditure of an additional \$500,000 for the town hall rehabilitation project; seconded by Ms. Pelczar and the motion carried 5-0.**

**7) Administrative Support for the CPC, funding with CPA Administrative Funds**

Mrs. Reed noted that administrative support is something that should be looked at closer in the future. Mr. Montuori suggested Mrs. Reed contact his office if she needs anything prior to a meeting. Mrs. Reed explained that there is an amount of work that needs to be done between the meetings and effectiveness of the committee and the use of the funds could be hindered as the result of the increased amount of projects if administrative support is not addressed.

**New Business**

There was no new business.

**Old Business**

There was no old business.

**Adjournment**

**MOTION: Mr. Deackoff made the motion to adjourn at 8:50 p.m.; seconded by Ms. Pelczar and the motion carried 5-0.**

*Respectfully submitted,*

*Approved: 1/5/15*

*No additional documents were submitted.*